

AGENDA MUSEUM COMMISSION
June 8th, 2021 6:00 PM
Virtual meeting via Go-To Meeting
This meeting will be audio recorded.

Please join my meeting from your computer, tablet or smartphone.

<https://global.gotomeeting.com/join/258094805>

You can also dial in using your phone.

United States: +1 (872) 240-3212

Access Code: 258-094-805

New to GoToMeeting? Get the app now and be ready when your first meeting starts: <https://global.gotomeeting.com/install/258094805>

Public comment :

Individuals wishing to address the Museum Commission on items not already listed on the Agenda may do so during the first half-hour; please wait for the current speaker to conclude and raise your hand to be recognized by the Chair for direction. Speakers are required to give their name and address. Please limit comments to five minutes, unless extended by the Chair.

CALL TO ORDER

- ROLL CALL: Elizabeth - Eric - Daliea - Mike - Julie - ~~Loyal~~
- APPROVAL OF AGENDA

MEMBERS OF THE PUBLIC & COMMENTS

Mike Middleton, Wasco County Finance
Matthew Klebes, Wasco County, Administrative Services Director
Mary Davis and Denise Dietrich-Bokum, Foundation Ex-Officios
Cal McDermid, Director
Sandy Haechrel, member of the public

MATERIALS- (will be addressed per agenda, below)

AGENDA

MAY MINUTES

MUSEUM DIRECTOR'S REPORT

FOUNDATION REPORT

FINANCIAL REPORT AND NOTES

NEW BUSINESS:

- Introduction of Sandy Haechrel
- Director's Report - **attached**
- Financial and Treasurer reports- **attached**
 - Donation from the Hattenhauer's
- Foundation Report - **attached**
- Fort Dalles and Floozies

OLD BUSINESS:

- Update on barn chinking?
- Return to in-person meetings?
- **Vote** on May Minutes- **attached**

NEXT MEETING: July 13th, 2021

Fort Dalles Museum and Anderson Homestead Meeting
Tuesday, June 8th, 2021
Via Go to Meeting
Minutes

The meeting was called to order at: 6:03 pm

Roll Call

Elizabeth Wallis- Present
Eric Gleason- Present
Daliea Thompson-Present
Julie Reynolds - Present
Mike Wacker -Present
Loyal Quackenbush - absent and excused

Approval of the agenda

A correction to the agenda was made to correct the date for the next meeting.

Daliea Thompson made a motion to approve the agenda as corrected, Eric Gleason seconded it, motion carried.

Members of the public and comments

Mike Middleton-Wasco County Finance Director, Matthew Klebes-Wasco County Administrative Services Director, Mary Davis-Museum Foundation Ex-Officio, Denise Dietrich-Bokum-Museum Foundation Ex-Officio.
Sandy Haechrel- member of the public arrived at 7:05 p.m.

New Business

Director's Report for June 2021- Cal McDermid, FDMAH Director- Attached

Elizabeth Wallis asked if we had received an invoice from Tanner Elliot from East Cascade Electric. If he is donating his time, we would like to acknowledge this through a card.

Elizabeth Wallis asked about the wedding that was scheduled last week. Cal stated that due to the wind, it was difficult to decorate. Thankfully, the wind died

down, and the decorators were able to then decorate. They gave a \$200.00 donation. There was no alcohol served at the event. Cal would like to exclude alcohol from future events due to the fact adding alcohol adds to paperwork.

Treasures Report- Attached Mike Middleton, The Wasco County Fiscal Director stated that the additional fiscal support from Wasco county will come July 2, 2021.

Donation from the Hattenhauer's -Dennis Davis from the Foundation stated he felt someone from the Commission should contact the family to thank them personally.

Foundation Report- Attached Mary Davis read the report.

Cal McDermid additional reporting – The Urness motor building owner would like to talk about an exhibit at that empty building. This was prompted by Matthew Klebes, who contacted the owner to help facilitate this partnership. Matthew is also checking on another building.

Fort Dalles and Floozies – Elizabeth Wallis shared that she had heard concerns from the public about the association between the Floozies and the Museum. Mary Davis read a statement regarding her perspective. Dennis Davis stated that he would return his keys to the museum and will volunteer only when Loyal requests it.

Cal McDermid clarified his point of view, which was that he was having challenges managing the way Floozies volunteer at the Museum. Cal had attempted to work with the Floozies so that they could portray a story more in keeping with the Museum and was unable to do so.

Daliea Thompson made a motion to allow Matthew, Elizabeth, Cal and Mary to work this out and present a solution to the Commission if necessary. Mike Wacker seconded, the motion carried.

Sandy Haechrel thought the meeting started at 7:00 pm.

Old Business

Update on barn chinking- Eric has not completed yet, but is working on it and will bring Cal in on the process as he works on it.

Eric also reported that he and Cal had thought about turning the stagecoaches

and putting them back farther to keep from the sun. He stated one of the wagons could possibly go to the downtown location if we can get that secured.

Eric is still working on the signage for the jail bars. Denise asked Eric to submit invoices to the Foundation. She asked Eric to bring them to Dennis.

Return to in person meetings- Matthew Klebes stated that the county is still limiting indoor meetings to six or less people. Eric asked if we could meet at the Fort outside. Elizabeth mentioned that the technology we need to have access to for meetings is not available at the Fort. Mike feels like we should just keep doing the meetings in this format until we can all meet regularly.

Elizabeth Wallis introduced Sandy Haechrel. Sandy stated she was confused about the time of the meeting and also the venue. She was confused about this position, if it was a county or city appointment. We welcomed Sandy to the conversation.

Vote on May Minutes -Attached Eric Gleason mentioned two corrections to the minutes. Eric made the motion to approve the minutes as corrected Julie seconded it, motion passed.

Next meeting is Tuesday July 13th, 2021

The meeting was adjourned at 7:28 pm

FORT DALLES MUSEUM/ANDERSON HOMESTEAD

May 2021 DIRECTOR'S REPORT

For June 8, 2021, Museum Commission Meeting

A report taken from the daily logs for the month of May 2021:

Admissions collected in May: \$1,278.00.

Cruise Ship admissions in May \$155.00

Friendship renewals for May \$1325.00

Donation \$13,020.00.

Total Volunteer Hours for May: 225 hours

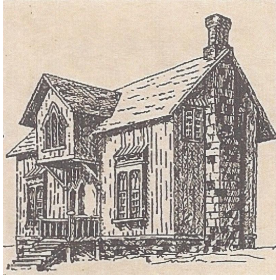
We are welcoming cruise ships back to the Columbia. It is a slow process. The Cruise ships have been down for two years and now they are starting up with new people who are not familiar with the area and how cruise ship service has worked in the past. The ships are not running at capacity and so the month of May did not see a lot of visitors. Looking forward to those number increasing in the next month or two. Hood River is also taking a much stronger part in the cruise ship activity. They have done extensive work on their dock. It will be interesting to see what happens when the Empress starts running up and down the river.

Additional lighting has been added to the Anderson House and it has made a big difference. Lighting was added to the small hallway where the pictures and documents are displayed and suddenly people are finding that area and are stopping to read about the Anderson Family history and to look at pictures of the Homestead buildings just before they were dismantled and moved into The Dalles.

Hard work on improving the Grounds of Fort Dalles Museum is paying off. We have 4 events (wedding receptions, July 4 Church ceremony, reunions). Julie Reynolds and Mike Wacker are working on the gardens at the front gate and in front of the Surgeon's Quarters and their work is gaining a lot of positive remarks from visitors.

I continue to make my monthly visit to Al Wynn's Coffee Break on the second Tuesday of the month.

Respectfully Submitted



**Fort Dalles Museum and Anderson
Homestead Foundation**
PO Box 591
The Dalles, OR 97058

FDMAH Monthly Report
May 2021

Fundraising/Projects

\$115 Campaign: Window inserts have been ordered & we are in the production “queue”. Once completed, we will be picking up, as charge to ship was \$600. We are looking to coordinate the window cleaning with the window insert operation.

WCCT Sign Grant: Still in early stages. Bronze plaques are in production “queue” and some of the plywood has been cut for the interpretative signs.

Financial/Grants

No new activity. See above Fundraising/Projects for status.

Volunteer

Volunteer Hours (Museum support) for April were 141.00, est value (141.00 x \$20) \$2,820. Total volunteer hours for Museum support Jan thru May were 387.75 for a total of \$7,755.

PR/Marketing/Promotion

Cal McDermid and Denise Bokum appeared on the KODL Coffeebreak in May 2021 and the Dynamic Duo will appear again in June. Focus was on Museum projects, opening and volunteers.

Design Charrette/New Vehicle Stakeout

There was a lot of discussion during the Foundation meeting, but no activity in May. We have identified some persons willing to donate existing and felled trees to have milled down for lumber. This would give us ample supply of lumber for supports at little to no cost.

Other

We are working on some marketing efforts. We ran out of brochures at the end of last year but are redesigning these. In addition, Elizabeth asked us to look at the Foundation page on the Museum website for accuracy (she noted some things missing). We want to get at least some preliminary wording for the brochure & then incorporate some of the same or similar wording for the website. Consistent messaging is important.

Submitted,
Denise Dietrich-Bokum
Mary Davis
06/04/2021

Financial Notes for Museum – May 2021

- 11th month of the fiscal year = 91.7% complete for straight-line analysis

Revenues

- Due to COVID – revenues are down considerably
 - \$2,188 in admissions compared to \$24,544 last year at this time
 - Starting to increase as starting to open
 - Running into month closed in FY20
- Memberships are down significantly
 - Due to COVID and staffing issues this is executing at 36.6% instead of the 108.6% from last fiscal year
 - \$5,390 down compared to last fiscal year at this time
- Wasco County transfer-in has been completely transferred in
- The Dalles Support is right on the straight-line budget plan
 - The additional \$12,500 has already arrived in this fiscal year, instead of next fiscal year
 - Due to this, the execution percentage is 147.2% instead of 91.7%. When the additional \$12,500 is considered, the percentage is right on target.
- Interest for May has not been allocated yet
 - Interest is down significantly – LGIP dropped to 0.60% in January; last year at this time it was 2.75%
- Total revenue (resources) down \$10,818 from last year at this time
 - Includes the beginning fund balances – if removed from consideration revenues are down \$18,796
 - Once again, the \$12,500 additional funding from The Dalles has helped as has starting back up.

Expense

- Personnel is executing at 87.0%, which is within the straight-line budget expectation
 - All Personnel has been posted for May
- Building Repair & Maintenance is \$20,010 compared to \$6,795 last year at this time
 - This is due to the wind damage repair work
- Contract Services has executed at 87.3% already - \$16,580
 - \$6,600 crane rental for tree work
- Advertising is 91.9% - \$4,597; based on last year's costs – this is \$1,024 better than last year
 - No change from March
- Grounds Maintenance – only \$4,516 to date compared to \$7,425 last fiscal year
 - \$350 per month, if this holds this will total to \$4,800 by June 2021; big improvement over last year

- Side note – the savings here could be considered to make up for the spending on Immense Imagery showing in the Contracted Services
- All other expenses are within the budget expectations
- Total M&S expense is \$54,278 – or 94.2% of appropriation for M&S
 - The Budget Change for \$9,000 was approved by the BOCC – and posted in May
- Overall expense execution is 91.1%
 - Leaves a margin of 8.9%, monthly straight-line would be 8.7% so this is close.

Summary

The Museum is starting to generate revenue again. The early boost from The Dalles is great for the bottom line. The matching \$12,500 from the County will arrive in July for the next FY. The ending of this fiscal year will be tight, even with the \$9,000 budget change that was done. There is \$8,875 remaining in the budget. Personnel could be \$3,688 of this and another \$350 for grounds maintenance leaves just over \$4,800 for other expenses. I would advise caution but the positioning of the Museum looks good.

Other notes of interest – the Budget was adopted with no additional changes or revisions.

**Museum
Monthly Financial Report
Fiscal Year 2021 - May 2021**

Filters	
Fd	211
Cat	(Multiple Items)

Data

Account	Current Budget	Current Actual YTD	Prior Year Actual YTD	Current			Current Year - Prior Year
				Year Budget Executed	Prior Year Budget Executed	Year to Year % Change	
Revenue							
MUSEUM							
NON-DEPARTMENTAL RESOURCES-R							
MUSEUM NON OPERATING RESOURCES-R							
BEGINNING FUND BALANCE-R							
BEGINNING FUND BALANCE	107,287	96,623	83,145	90.1%	96.1%	16.2%	13,478.06
RESERVED BEGINNING FUND BALANCE - MARTIN DONATION	143,133	143,158	144,828	100.0%	100.0%	-1.2%	(1,670.45)
BEGINNING FUND BALANCE-R Total	250,420	239,781	227,973	95.8%	98.6%	5.2%	11,807.61
INVESTMENT EARNINGS-R							
INTEREST EARNED	4,992	1,610	4,979	32.3%	138.3%	-67.7%	(3,368.87)
MARK TO MARKET - UNREALIZED GAIN/LOSS	-	-	462	#DIV/0!	#DIV/0!	-100.0%	(461.84)
INVESTMENT EARNINGS-R Total	4,992	1,610	5,441	32.3%	151.1%	-70.4%	(3,830.71)
TRANSFERS IN-R							
TRANSFER FROM ECONOMIC DEVELOPMENT FUND - ONE TIME COUNTY CONTRIBUTION	5,000	5,000	5,000	100.0%	100.0%	0.0%	-
TRANSFER FROM GENERAL FUND - COUNTY CONTRBUTION	17,500	17,500	17,500	100.0%	100.0%	0.0%	-
TRANSFERS IN-R Total	22,500	22,500	22,500	100.0%	100.0%	0.0%	-
MUSEUM NON OPERATING RESOURCES-R Total	277,912	263,891	255,914	95.0%	99.4%	3.1%	7,976.90
NON-DEPARTMENTAL RESOURCES-R Total	277,912	263,891	255,914	95.0%	99.4%	3.1%	7,976.90
ADMINISTRATION-R							
MUSEUM OPERATING EXPENDITURES-R							
LICENSES FEES & PERMITS-R							
ADMISSIONS	13,000	2,188	24,544	16.8%	87.7%	-91.1%	(22,355.75)
MEMBERSHIPS	9,000	3,295	8,685	36.6%	108.6%	-62.1%	(5,389.50)
MERCHANDISE SALES	1,200	143	2,381	11.9%	79.4%	-94.0%	(2,237.85)

Museum
Monthly Financial Report
Fiscal Year 2021 - May 2021

Account	Current Budget	Current Actual YTD	Prior Year Actual YTD	Current			Current Year - Prior Year
				Year Executed	Prior Year Budget Executed	Year to Year % Change	
LICENSES FEES & PERMITS-R Total	23,200	5,626	35,609	24.2%	91.3%	-84.2%	(29,983.10)
INTERGOV'T REV - NON SINGLE AUDIT-R							
DALLES CITY-MUSEUMS	22,500	33,125	20,625	147.2%	91.7%	60.6%	12,500.00
STATE GRANT/REIMBURSEMENT	-	-	-	#DIV/0!	#DIV/0!	#DIV/0!	-
INTERGOV'T REV - NON SINGLE AUDIT-R Total	22,500	33,125	20,625	147.2%	91.7%	60.6%	12,500.00
MISCELLANEOUS-R	-	5	1,012	#DIV/0!	#DIV/0!	-99.5%	(1,007.18)
CHARGES FOR SERVICES-R	-	-	-	#DIV/0!	0.0%	#DIV/0!	-
CONTRIBUTIONS & DONATIONS-R	6,500	4,660	4,965	71.7%	76.4%	-6.2%	(305.47)
MUSEUM OPERATING EXPENDITURES-R Total	52,200	43,416	62,212	83.2%	71.9%	-30.2%	(18,795.75)
MARTIN DONATION-R ADDITIONAL DONATION	-	-	-	#DIV/0!	#DIV/0!	#DIV/0!	-
ADMINISTRATION-R Total	52,200	43,416	62,212	83.2%	71.9%	-30.2%	(18,795.75)
MUSEUM Total	330,112	307,307	318,126	93.1%	92.5%	-3.4%	(10,818.85)
Revenue Total	330,112	307,307	318,126	93.1%	92.5%	-3.4%	(10,818.85)

Expense

MUSEUM							
ADMINISTRATION-E							
MUSEUM OPERATING EXPENDITURES-E							
PERSONAL SERVICES-E	42,392	36,870	34,297	87.0%	80.2%	7.5%	2,573.49
MATERIALS & SERVICES-E							
ADVERTISING & PROMOTIONS	5,000	4,597	8,238	91.9%	164.8%	-44.2%	(3,641.02)
BLDG REPAIR & MAINT	8,000	20,010	6,795	250.1%	113.3%	194.5%	13,214.60
BOOKS	-	-	659	#DIV/0!	50.7%	-100.0%	(658.55)
CONTRACTED SERVICES	19,000	16,580	1,600	87.3%	8.2%	936.2%	14,979.99
COPIER - LEASE & MAINTENANCE	1,032	804	872	77.9%	174.4%	-7.8%	(68.30)
DUES & SUBSCRIPTIONS	-	100	-	#DIV/0!	0.0%	#DIV/0!	100.00
EQUIPMENT - REPAIR & MAINTENANCE	500	331	-	66.2%	0.0%	#DIV/0!	330.97
MAINTENANCE - GROUNDS	7,500	4,516	7,425	60.2%	99.0%	-39.2%	(2,909.52)
MUSEUM EXPENSES	1,500	246	2,740	16.4%	182.7%	-91.0%	(2,494.57)
POSTAGE	500	220	440	44.0%	88.0%	-50.0%	(220.00)
TELEPHONE	1,250	1,031	1,184	82.5%	94.7%	-12.9%	(152.98)
TRAINING & EDUCATION	500	-	-	0.0%	0.0%	#DIV/0!	-
UTILITIES	10,000	4,987	5,786	49.9%	57.9%	-13.8%	(799.64)
OUTSIDE PLANT MAINTENANCE	250	486	(40)	194.3%	-8.0%	-1314.6%	525.85
SPECIAL EVENTS	500	-	919	0.0%	183.8%	-100.0%	(919.07)
SUPPLIES - MUSEUM	2,000	371	1,211	18.5%	60.6%	-69.4%	(840.61)

Museum
Monthly Financial Report
Fiscal Year 2021 - May 2021

Account	Current Budget	Current Actual YTD	Prior Year Actual YTD	Current	Prior Year	Year to	Current Year - Prior Year
				Year Budget Executed	Budget Executed	Year % Change	
SUPPLIES - MERCHANDISE	100	-	103	0.0%	102.9%	-100.0%	(102.92)
MATERIALS & SERVICES-E Total	57,632	54,278	37,934	94.2%	65.3%	43.1%	16,344.23
CAPITAL OUTLAY-E	-	-	95	#DIV/0!	1.5%	-100.0%	(95.00)
MUSEUM OPERATING EXPENDITURES-E Total	100,024	91,149	72,326	91.1%	67.4%	26.0%	18,822.72
MARTIN DONATION-E	-	-	-	#DIV/0!	#DIV/0!	#DIV/0!	-
ADMINISTRATION-E Total	100,024	91,149	72,326	91.1%	67.4%	26.0%	18,822.72
MUSEUM Total	100,024	91,149	72,326	91.1%	67.4%	26.0%	18,822.72
Expense Total	100,024	91,149	72,326	91.1%	67.4%	26.0%	18,822.72